



# INCENTIVE LEAVE

## JOB AID TM-13 | QUOTA 29

TM

The purpose of this job aid is to explain the eligibility, accrual, usage, and payout of incentive leave – Quota 29.

The Incentive Leave policy went into effect on January 1, 2011: [Incentive Leave](#)

This policy allows agencies to offer additional leave as a recruiting tool for mid-level management positions. The maximum allowed leave award is 160 hours. Leave granted as Incentive Leave does not expire and is not payable in the event that an employee (EE) separates.

### Eligibility

There is not a position or employee designation for Incentive Leave eligibility, however, the related OSHR policy details specific eligibility requirements that could not be configured within the Integrated HR/Payroll System.

### Accrual

Incentive Leave hours will be managed in a separate quota, Incentive Leave (Quota 29). If the eligibility criteria is met, a newly hired EE is granted Incentive Leave via a manual IT 2013-29 entry. This entry will establish the approved number of hours with a date range from the date of the IT 2013-29 entry to high date (12/31/9999). Per policy, a maximum of 160 hours can be awarded to an EE.

### Usage

Incentive Leave (Quota 29) is part of the Approved Leave Hierarchy. The new hierarchy will be defined as follows. The hierarchy also includes new quotas for Callback Comp (Quota 23) and Emergency Closing Comp (Quota 27).

- 22 - Holiday Comp Time
- 20 - Overtime Comp Time
- 21 - Gap Hrs Comp Time
- 23 - Callback Comp Time
- 26 - On Call Comp Time
- 24 - Travel Compensatory Time
- 27 - Emergency Closing Comp Time
- 29 - Incentive Leave
- 10 - Vacation Leave
- 31 - Adv Vacation Leave Allowed

Incentive Leave taken will be paid on new Wage Type 1360 (Incentive Leave). Incentive Leave will be eligible for offset.

### Payout

Not applicable. If Incentive Leave hours remain unused, they are not payable at the time of separation.

### Error Handling

In the event that an EE has an Incentive Leave balance greater than the maximum of 160 hrs, message E3 will be generated as a hard stop error:

**E3 - Incentive Leave Balance > Max Allowed**

### Reporting

A new series of "T Series" Time Types (T29X) is available for Incentive Leave earned, used, offset, paid out, etc... Similar reporting Time Types are available for all other quotas. The Time Statement will also show Incentive Leave in the event that an EE has activity for this quota in a given month.

### Adverse Weather

Incentive Leave is included in the recovery hierarchy associated with IT 2012-ZAWA, which recovers outstanding liabilities from available quotas in the Approved Leave hierarchy.